

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS**

**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 4/5/2018**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Kristen E Hyde  
Natalie M Nathan  
Ann F Wheeler  
Linda L Simon

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Admin. Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Eric Nelson, Board Prosecutor  
Betsy Duncan, Technical Records Specialist II  
Roger Hales, Naylor and Hales

**OTHERS PRESENT:** Robert Vande Merwe, Executive Director of  
Idaho Health Care Association  
Jamie Simpson, Idaho Department of Health  
and Welfare  
Ronda Lowe

The meeting was called to order at 10:04 AM MDT by Ms. Brough Nye.

**APPROVAL OF MINUTES**

Ms. Wheeler made a motion to approve the minutes of January 25, 2018. It was seconded by Ms. Hyde. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report. The deadline to submit proposed law changes to the Governor's Office is mid-July 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August 2018 for the 2019 Legislative Session.

Senate Bill 1316 was introduced in the Senate February 19, 2018. Some designated Board members met with Senators Burgoyne and Den Hartog on February 26 and the Senators said they would like to see comments or proposed amendments. Suggested amendments/comments were provided to them February 27. Some of the proposed amendments were put into the bill and it passed the Senate on March 12 and the House on March 21. The bill was allowed to become law without the Governor's signature.

Mr. Ellsworth reported House Bill 623 passed the House March 6, 2018 by a vote of 47-23 and was sent to the Senate. Designated members of Boards served by the Bureau were contacted and reviewed the bill. A letter expressing concerns about House Bill 623 was prepared and signed by 28 of the designated Board members. It was addressed and delivered to Senator Patti Ann Lodge, Chair of the Senate Judiciary and Rules Committee on March 12, 2018. Copies have been sent to all Board members by email

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of (\$85,456.39) as of March 31, 2018.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number RCA-2018-5. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a Stipulation and Consent Order in case RCA-2017-9 which was previously discussed by the Board. Ms. Hyde made a motion to approve the Consent Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Ms. Wheeler. Motion carried.

Ms. Simon made a motion to allow the Board Chair to appoint a Board member when a need arises to give guidance to the prosecution staff regarding future actions. It was seconded by Ms. Nathan. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Ms. Wheeler made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA 2017-6. It was seconded by Ms. Hyde. Motion carried. Ms. Nathan recused herself from discussion and voting.

## **OLD BUSINESS**

The Board reviewed the To Do List and noted the items needing action are included in this meeting agenda.

## **EXECUTIVE ORDER**

The Board reviewed a rough draft of the Executive Order response and the Board discussed the Assessment of Public Interest and the Recommendations for Improvements, Modification, or Elimination of Requirements report sections. Ms. Eavenson will send draft information and suggestions to the Board in preparation for the final draft. The Board will review the draft at the next scheduled meeting.

## **OPEN BOOK EXAMINATION**

The Board directed Bureau staff to create two sets of the 100 exam questions, which were previously approved by the Board chair and to make them available to applicants.

## **SUBCOMMITTEE REPORT**

Mr. Nales reported that the subcommittee which has been considering combining the Residential Care Administrator Board and the Nursing Home Administrator Board will take a new direction for the purpose of considering laws/ rules to provide for an interim administrator in situations where there is an immediate need. The committee members will be: Heidi Brough-Nye, Linda Simon, Roger Hales, Jamie Simpson, Robert VandeMerwe, Kris Ellis, Kathleen Little, and Steve Lish.

## **NEW BUSINESS**

**NEXT MEETING** was set for May 9, 2018 at 2:00 PM and will be a conference call.

The next face to face Board meeting was set for July 26, 2018 at 10:00 AM.

## **CORRESPONDENCE**

The Board discussed the inquiry from Genie Herrin requesting the Board add a link to the website identifying Medical Update, Inc. as a sponsor for continuing education. Ms. Wheeler made a motion directing Bureau staff to reply declining the request as the information is already available to licensees on the National Association of Long Term Care Administrator Boards' website. It was seconded by Ms. Nathan.

A request from Maureen McCann of the Department of Idaho Health and Welfare

was discussed. It is a request for a representative from the Board or the Bureau of Occupational Licenses to be present and provide a presentation at the annual Licensing and Certification Assisted Living Administrator Training Program training sessions. Ms. Brough Nye volunteered to provide this representation at the meetings she will be attending. Ms. Nathan made a motion to authorize a representative for the Board. It was seconded by Ms. Simon. Motion carried.

## **EXECUTIVE SESSION**

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Nathan. The vote was: Ms. Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; Ms. Simon, aye; and Ms. Wheeler, aye. Motion carried.

## **APPLICATIONS**

Ms. Hyde made a motion to approve Ronda Lowe for licensure. It was seconded by Ms. Nathan. Motion carried.

Ms. Nathan made a motion to approve application 901157420 pending additional information and Board Chair review. It was seconded by Ms. Hyde. Motion carried.

Ms. Nathan made a motion to table application 901156176 pending receipt of additional information. It was seconded by Ms. Hyde. Motion carried.

## **ADJOURNMENT**

Ms. Nathan made a motion to adjourn the meeting at 1:19 PM. It was seconded by Ms. Hyde. Motion carried.

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Heidi Brough Nye, Chair

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Kristen E Hyde

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Natalie M Nathan

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Ann F Wheeler

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Linda L Simon

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Tana Cory, Bureau Chief